

## **Return to School Procedures for Parents**

- *This information details our St Paul's Return to School Plan and addresses questions and concerns that were provided in last week's parent survey.*
- *Additional details can be found in CTTCS Return to School Plan <https://www.christtheteacher.ca/cttcs/blog/2020/08/04/return-to-school-plan-fall-2020/>*
- *Please review this document with your child and contact us regarding any further questions you may have.*

1. **Unpack Your Backpack/Welcome Back Night** - this will be cancelled for this year to limit the number of people in our building. Students will return to school on September 8<sup>th</sup> for their first day of classes. Teachers will contact families new to St. Paul's School for a virtual tour of the classroom from Sept. 1<sup>st</sup> to 4<sup>th</sup>.
2. **Arrival times** - please aim to have your child at school no earlier than 8:40 a.m. (*unless enrolled in the Before/After School Program*). Students will need to move to their designated location upon arrival and wait there until the first bell and the classroom teacher arrives and moves them indoors. Students are **unable** to go and play on the equipment upon arrival as we are creating cohorts of students to minimize interaction on a whole with our student body. We are asking parents to refrain from entering the building with their child(ren) unless necessary. If so, the main doors must be used.

### **Arrival locations:**

- *Kindergarten - outdoor classroom*
  - *Grade 1 - teepee (Division 1 playground)*
  - *Grade 2 - merry go round (Division 1 playground)*
  - *Grade 2/3 - big yellow slide (Division 1 playground)*
  - *Grade 3 - climbing wall (Division 1 playground)*
  - *Grade 4 - shed (beside rink)*
  - *Grade 5 - gazebo*
  - *Grade 6 - swings*
  - *Grade 7 - bike racks*
  - *Grade 7/8 -prayer circle (near staff parking lot)*
  - *Grade 8 – garage*
3. **Entrance Doors**- to help manage traffic flow and keep congestion to a minimum, students will use the following doors when entering the building:
    - Kindergarten students will use the door attached to their classroom, on the west side of the building
    - Grades 1 to 3 will enter through the doors at the west end of our drive through in front of the school
    - Grades 4 to 8 will enter through the doors on the east side of the school, closest to the Grade 7/8 and 8 classrooms

4. **Exit Doors**- when exiting for recess or lunch break, students will use the following doors to exit the school:
  - Kindergarten students will use the same door that they use when entering the classroom
  - Grades 1 to 3 will exit through the main entrance at the east end of our drive through in front of the school
  - Grades 4 to 8 will exit through the doors on the west side of the school, closest to our rink
  
5. **Departure times** - students will be dismissed at 3:20 and will exit the building in a staggered fashion through designated doors. Students will be expected to go home immediately. Please arrange ahead of time a designated meeting spot or plan for your family.
  
6. **Class Scheduling** - Minimal movement of teachers between classrooms and creating classroom cohorts (groups of people banded together) are in place to minimize the number of people that our students and staff come into contact with each day.
  
7. **Busing** - students will be encouraged to walk, bike or be driven to school as much as possible. Busing should be restricted to those who require this service. All students from Grade 4 to 12 travelling on a CTTCS bus will be required to wear masks, and K to 3 students are recommended to do so as well. A permanent seating plan will be developed to help assist with contact tracing if required. Frequent sanitation will be taking place and a mask will be worn by the bus driver.
  
8. **Social Distancing** - any parents on school property dropping off or waiting for their child must practice social distancing. This will help reinforce our procedures for our students. It would be encouraged to have **well planned drop offs and pick ups** at the school with locations and meeting points with your child. Please keep in mind that we do not allow vehicles to park in our drive through area. Students will be in cohorts as per their classrooms. Limited contact will occur between cohorts with the exception of busing and PAA. Social distancing in the classroom will be a goal. Students will be in desks and forward facing. Classrooms have been redesigned to limit furniture and allow for more space for students.
  
9. **Visitors** - in order to minimize tracking, visitors (including parents) are asked to only enter the school if necessary and, if possible, by contacting the main office to schedule a time. If you visit the school, you **must come in the main doors**. All visitors will be required to conduct a self-assessment screen as well as wear a mask. Visitors must sign in as well, as any movement in the school must be tracked. Staff will not be arranging for guests to visit our classrooms or schools at this time.

10. **Lunch times** - students who can go home for lunch are encouraged to do so. We have staggered lunch times to minimize the numbers of students out at recess together so please be mindful of these changes.
- 11:45-12:07 Grades K, 2, 3, 7,  $\frac{7}{8}$ , 8 LUNCH
  - 11:45-12:07 Grades 1,  $\frac{2}{3}$ , 4, 5, 6 RECESS
  - 12:07-12:30 Grades 1,  $\frac{2}{3}$ , 4, 5, 6 LUNCH
  - 12:07-12:30 Grades K, 2, 3, 7,  $\frac{7}{8}$ , 8 RECESS
11. **Recess times** - students will still have their regular amount of recess however we have staggered recess times to minimize the number of students outside at a time as well as created rotating zones for students to play in during recess. Staff will supervise students as they have in the past.
12. **Student supplies** - please bring the minimal amounts of student supplies as indicated on the student supply list (insert in June Progress Report). At this point in time, students will be operating with a one pair of shoe policy while the weather cooperates. These shoes will be used for outdoor PE (ie. running) so please ensure they are supportive shoes. This will minimize time spent in the entry and exit boot rooms. Students will need a second pair of shoes indoors once the weather changes. Please be prepared to send them to school when requested.
13. **Use of lockers** - students will not have access to lockers therefore they should be prepared to hang any jackets or school bags on the back of their chair for the duration of the school day. As the weather changes, this will be reconsidered.
14. **Masks**
- All students from Gr. 4 to Gr. 12 in our division will be required to wear masks when utilizing CTTCS busing.
  - Students from K to Gr. 3 are encouraged, but not required to wear masks while on the bus
  - It is strongly recommended that students from Gr. 4 to 8 wear masks in high traffic areas (hallways, for example) and in areas in which social distancing is not possible
  - It is recommended that staff members wear masks
  - Students are allowed to bring masks from home. Disposable masks will also be provided when needed.
15. **Screening of students** - the responsibility of daily screening of the health of a child is the responsibility of the parent. Families must use the Daily Health Check form attached to this document. Schools will not be taking temperatures. Please do not send your child to school if they are showing signs of illness.

16. **Suspected illness procedures** - parental contact will be our first step if a child is displaying signs of illness. Students will be relocated to a supervised private area within our building while administration makes contact with families. Families will be encouraged to call 811 and will receive direction on how to proceed. The school will contact Public Health.
17. **Changes in COVID #s** - CTTCS will be in continual contact with our local health region to monitor COVID cases. The government has created 4 levels of school responses that will fall in accordance with local health regions. We will follow the direction of our board as well as the health region as to which phase we will operate in. Please see <https://www.saskatchewan.ca/government/news-and-media/2020/august/04/safe-school-plan> if you wish to read more about each phase.
18. **Extra curricular activities and sports**- as of right now these programs are on hold. We will update as more information is provided.
19. **Band** - our Band program is still an option for students in grades 5 through 8. Students will be forward facing, and will be assigned a seating plan that respects social distancing guidelines. At this time, "Full Band" practices with other schools at Sacred Heart will not be offered.
20. **Mental Health and Social Emotional Supports**- our school counsellor will be available to meet with students upon request. Staff will be working together to provide inclusive and compassionate learning environments as students transition back to school. Resources and supports for mental wellness will be shared with staff, students, and families.
21. **Students With Intensive Needs**- we will develop individual student transition plans to facilitate the re-entry of students with intensive needs back to the school environment. Transition plans are developed to meet students' individual needs. All Inclusion and Intervention Plans (IIP's) will be reviewed and revised as necessary.
22. **Health and safety procedures in place**
  - student desks will be spread out
  - hand washing strategies will be taught and time will be provided to do so properly
  - hand sanitizer is located in all bathrooms, inside classrooms and in shared areas (library, gym, etc.)
  - traffic flow in the hallway will be limited and will follow designated paths
  - Entrance and exit doors have been reassigned in order to allow for a more efficient flow of traffic
  - limited movement of teachers within the school are in place to ensure student safety
  - Increased cleaning procedures for high traffic areas

While we are confident that our plan is very thorough, it may be updated as the school year progresses. Any additional information will be shared with our families in a timely fashion.

**Mr. Q. Haider and Mrs. Kimberly Poncelet**  
*St. Paul's Elementary School Administration*

## Daily Health Check



Parents / Guardians / Students / Staff must use this risk assessment each day to decide if they should enter a school or CTTCS facility

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore Throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle / Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected</u> * contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\***unprotected** means close contact without a mask or other appropriate personal protective equipment (PPE).

\*\***ill** means someone with COVID-19 symptoms listed above.

If you have answered “**No**” to all the above questions, you may enter the school/facility.

If you have answered “**Yes**” to any of the above questions, please **DO NOT** enter the school/facility at this time. You should stay home and use the Saskatchewan COVID-19 Self-Assessment Tool or call HealthLine 811.

- Please are encouraged to seek testing as soon as possible if you have any symptoms.